

Before we start....



Please put your
line on mute



Please use your
computer audio as
opposed to your
phone



We love interaction!
Write in the chat
or **raise a hand**

OhioBuys

Connecting Buyers and Suppliers



Accessing OhioBuys and Responding to Solicitations

Agenda

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Overview

2

Accessing OhioBuys and Managing Your Account

3

Viewing and Responding to Solicitations

4

Additional Training and Support

Course Overview



Accessing & Navigating

- Accessing OhioBuys
- Navigating OhioBuys
- Managing Contacts
- Selecting Commodities



Solicitations

- Viewing a Solicitation
- Sending Inquires
- Submitting a Response
- Amending and/or Withdrawing a Response

Available Resources



Instructional
Videos



Learner Guides
and Job Aids

Instructional videos, learner guides, and job aids for the processes we covered today, can be found online at:

<https://procure.ohio.gov/bidders-and-suppliers/resources/Bidder+and+Supplier+Training/>

Using OhioBuys

What can you do in OhioBuys?

- ✓ Manage your Supplier profile, including creating/managing key contacts and selecting commodities
- ✓ Respond to solicitations for goods and services
- ✓ Receive purchase orders and acknowledge your intent to fulfill
- ✓ List goods and/or services your company has on contract with the State as part of a hosted or punchout catalog

Learning Objectives

After completing this course, you will be able to:



Access OhioBuys and manage your organization's profile, including managing contacts and selecting commodities



View solicitations and send clarifying questions



Submit solicitation responses

Key Terms and Changes

OhioBuys has created the following changes to the way Bidders and Suppliers will do business with the State of Ohio. These key terms and changes will be discussed throughout this webinar.

1

A **Supplier** is a business or organization that is fully registered to do business with the State, while a **Bidder** is a business or organization that wants to respond to an opportunity to do business with the State and is not currently a fully-registered State Supplier.

2

New **Bidders** can complete the Bidder Registration process in OhioBuys to submit responses for State solicitations; however, in order to do business with the State, they must still complete the full registration process in OhioPays.

3

Every Bidder and/or Supplier contact needs his or her own **OHID** to access OhioBuys and needs to have an assigned role within OhioBuys.

4

Bidders and Suppliers will have the ability to view and respond to solicitations using OhioBuys.

5

Bidders and Suppliers will now have access to questionnaires as part of the bid response process, which will provide a more structured format of responding.

Lesson 1

ACCESSING AND NAVIGATING OHIOBUYS

Accessing OhioBuys

Accessing OhioBuys can be broken down into three main tasks:



Accessing OhioBuys



These tasks will be discussed in detail throughout this lesson.

OH|ID Creation



OH|ID

In order to access OhioBuys, every Bidder or Supplier user must have an OH|ID and an assigned role. An OH|ID is a secure, single sign-on that provides users access to online services for multiple State of Ohio systems.

The following rules dictate how Bidders and Suppliers use OH|IDs to access OhioBuys:

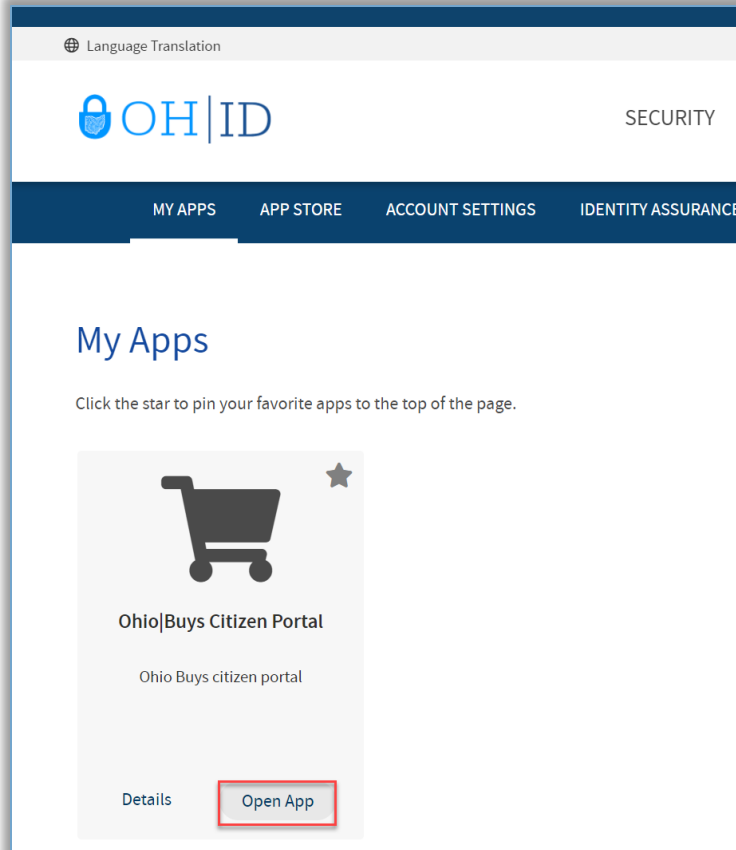
- A valid OH|ID is required for each Bidder or Supplier user in OhioBuys
- Each user must provide a valid email address and password to request and create an OH|ID
- The email address used to create your OH|ID must match the email address associated with your Supplier contact record in OhioBuys



Logging In

To create an OH|ID and access OhioBuys, navigate to:
<https://ohiobuys.ohio.gov/>

Accessing OhioBuys

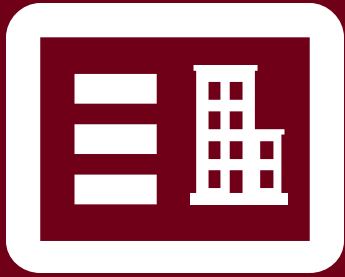


Once your OH|ID is created, you will be routed to <https://ohid.ohio.gov>. From this page, find the OhioBuys Citizen Portal tile and click Open App.

- If you do not see the OhioBuys Citizen Portal tile, click on the App Store header, search for “OhioBuys”, and then click Request Access. You will receive an email notification when access has been granted and then will see the OhioBuys Citizen Portal tile under My Apps.
- If you see the Bidder Registration Request form after clicking Open App, your OH|ID has not been added as a Supplier Contact to any active Supplier accounts. If you need access to an active Supplier account, please reach out to your organization's Account Administrator to be added or email the helpdesk for assistance.

Helpdesk:
OBM.SharedServices@OBM.ohio.gov

Bidder Registration



Once a new Bidder has created their OH|ID, they are able to submit a Bidder Registration Request. Successfully completing a Bidder Registration Request allows a company to submit responses for solicitations listed on OhioBuys and also receive notices of new solicitations for specific commodity areas.

To submit a Bidder Registration Request, a Bidder enters basic information, including their:

- Company Legal Name
- Tax ID Number
- EOD Status (if applicable, e.g., MBE, EDGE, VBE)
- Address
- Commodities
- Secretary of State Charter/Entity Number
- Doing Business As (DBA) Status

Account Management



Once you have logged in to OhioBuys, you can manage your company's account, which includes:

- Managing contacts
- Selecting commodities
- Indicating counties your company serves
- Adding documents

Managing Supplier Contacts

Please note, contacts are managed at the location (i.e., address) level, not the Supplier level. This means that a contact needs to be associated with each location in order to access information and perform actions for that location.

When adding contacts, please start with adding them to your head office location. To toggle between locations, click on your organization's name in the top right hand side of page and select the location you like to view. You can confirm you are looking at your head office location, by navigating to the Company Information tab of your profile and reviewing the OAKS ID. If there is not a -1, -2, -3, etc., after the listed ID, you are viewing the head office location. The locations associated with your organization are managed within OhioPays:

<https://ohiopays.ohio.gov/>.

The screenshot shows the 'Ohio Buys' interface with the 'Company Info' tab selected. The 'Company Information' section is visible, containing fields for Company Name, SIRET #, Corporate Email, Work Phone Number, Web Site, Legal Structure, DUNS, NAICS Code, and Secretary of State Charter/Entity Number. The 'OAKS ID' field is highlighted with a red box, and a red arrow points to it from a red callout box labeled 'Supplier Head Office Location'.

Field	Value
Company Name	CINCINNATI ASSOCIATION FOR THE BL...
SIRET #	
Corporate Email	
Work Phone Number	513-487-4527
Web Site	
Legal Structure	
DUNS	
NAICS Code	
Secretary of State Charter/Entity Number	
OAKS ID	0000044896

Demo 1: Accessing and Navigating OhioBuys

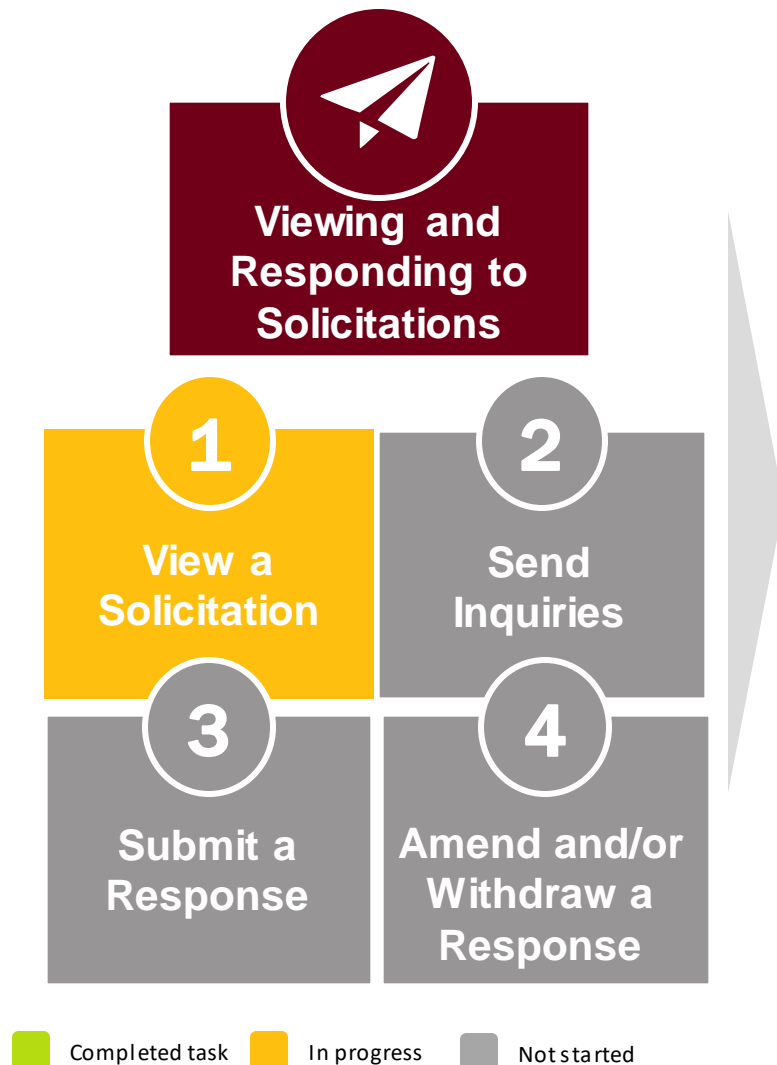


We will now demonstrate how to access OhioBuys, as well as some helpful navigation tools.

Lesson 2

VIEWING AND RESPONDING TO SOLICITATIONS

Viewing a Solicitation



There are two ways for Bidders and Suppliers to view solicitations:

- 1. Bidder/Supplier Invitation** - When the State of Ohio sends out a solicitation to specific Bidders and/or Suppliers for bidding, they will receive a notification via email inviting them to respond within OhioBuys. The email will contain a link to the specific solicitation record in the OhioBuys for the Bidder or Supplier to review.
- 2. Public Solicitations Page**— Bidders and Suppliers can navigate to the Public Solicitations page to view all active OhioBuys solicitations. In order to participate and submit a response, Bidders and Suppliers must log in to OhioBuys.

Sending Inquiries



Completed task In progress Not started

OhioBuys allows Bidders and Suppliers to submit inquiries and correspondence to the State.

Bidders and Suppliers will submit all clarifications, Q&A, and negotiations using OhioBuys.

Bidders and Suppliers can compose a new message type, or search within the message history to reference and/or export older conversations.

Submitting a Response



Once a Bidder or Supplier has reviewed a solicitation and accepted the associated Terms & Conditions, they will have the ability to provide responses to the Questionnaire and Item tabs and submit their response.

If a Bidder or Supplier wishes to seek support from colleagues, they have the ability to add additional contacts to access and assist with responding to the solicitation via the Manage my Team tab.

Upon submitting a response, the user who submitted the response will see a static confirmation flag in the corner of the screen stating that the bid has been submitted with the associated time stamp. The Bidder or Supplier will also be able to view their response history at any time.

Amending and/or Withdrawing a Response



If the State issues an amendment (i.e., a new round), Bidders and Suppliers will be required to acknowledge receipt of the amendment and re-submit a response to remain under solicitation consideration.

In addition, Bidder or Suppliers also have the ability to withdraw a response and remove it from being considered for award. That being said, if a Bidder or Supplier has submitted multiple responses for a solicitation, they will need to individually withdraw each response if they want all of the responses to be withdrawn. Lastly, all response withdrawals need to occur prior to the Bid Due Date for a solicitation.

Completed task In progress Not started

Demo 2: Submit a Response



We will now demonstrate how to view a solicitation, submit an inquiry, and submit a response.

ADDITIONAL TRAINING & SUPPORT

Training & Support

Online Training



Instructional
Videos

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Learner Guide
and Job Aids

<https://procure.ohio.gov/bidders-and-suppliers/resources/Bidder+and+Supplier+Training/>

Ohio Shared Services

If you have additional questions, or encounter any issues, you can contact Ohio Shared Services:



Phone

1-877-644-6771



Email

OBM.SharedServices@OBM.ohio.gov

OhioBuys

Connecting Buyers and Suppliers



**If you have any questions, please email
OBM.SharedServices@OBM.ohio.gov or
call 1-877-644-6771**